August 5, 2026
City of Wilton
Agenda

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approve Organizational Meeting Minutes
5. Approve Meeting Minutes
6. Finalize Agenda
7. Public Comment
8. City Maintenance Report

9. Old Business
    A. Water Depot
        a. Commercial Rate
    B. Snow Gate
    C. Sales Tax Ordnance
        a. Second Reading
    D. 2027 Budget
        a. Approve/Deny Preliminary
        b. Set Final Hearing (Sept. 7 – Oct 7)
    E.
    F.

10. New Business
    A. Fireworks
    B. Gaming Permit
        a. First Presb. Church
    C. Annual Conference - Sept 16-18 in Grand Forks
    D.
    E.

11. Reports
12. Bills
13. Adjournment

July 15 2026

An organizational meeting of the Board of City Commissioners was held on July 15, 2026, 7:00 p.m. at the City Meeting Room. Present Commissioners Jim Tooke, Lisa Hedstrom, Bernell Hedstrom, Mike Schmit and President Dustin Clausen. Also present Ron Hochhalter, Lyle Aune, Dave Bergquist, Eli Judah, Jason Strand, Bob Ell, Kristine Ell and John Clausen.

Motion made by Schmit and seconded by B. Hedstrom to approve the agenda as presented. All present voted aye, motion carried.

Motion made by Schmit and seconded by Tooke to approve the following appointments:

- Pattie Solberg City Auditor
- Ryan Oberg as the City Assessor
- Matt Leidy and Tim Smallbeck to a 4-year term on the Planning and Zoning Board
- Mike Schmit as the Street Commissioner
- Bernell Hedstrom as the Police Commissioner
- Lisa Hedstrom as the Finance Commissioner
- Jim Tooke as the Water and Sewer Commissioner

All present voted aye, motion carried.

With no other items for discussion Pres. Clausen declared the organizational meeting adjourned at 7:03 p.m.

Pattie Solberg, City Auditor

Dustin Clausen, President

July 15, 2026
Unofficial Minutes

A regular meeting of the Board of City Commissioners was held on July 15, 2026, at 7:03 p.m. in the City Meeting Room. Present were Commissioners Jim Tooke, Lisa Hedstrom, Bernell Hedstrom, Mike Schmit and President Dustin Clausen. Also present Ron Hochhalter, Lyle Aune, Dave Bergquist, Eli Judah, Jason Strand, Bob Ell, Kristine Ell and John Clausen.

Motion made L. Hedstrom and seconded by Schmit to approve the minutes of the June 17, 2026, meeting as presented. All present voted aye, motion carried.

Motion made by L. Hedstrom and seconded by Schmit to approve the agenda as presented. All present voted aye, motion carried.

One public comment card was submitted by Ron Hochhalter about unit numbers on City owned equipment. The City currently does not use unit numbers.

There are two properties that have not complied with water meter change out. Owners will be given a courtesy notice that water services will be disconnected on July 20, 2026 if the required meter change-out has not been completed.

A draft of the 2027 budget was presented to the Board for review.

Commissioner Hedstrom presented a bid for a snowplow and snow gate for $26,330.00. **Motion made by Schmit and seconded by B. Hedstrom** to request the funds from the Sales and Use Board. All present voted aye, motion carried.

Motion made my Schmit and seconded by Tooke to appoint Olivia Krebs with Kubik, Bogner Ridel and Selinger as the City Attorney. All present voted aye, motion carried.

Motion made by Schmit and seconded by Tooke to approve the first reading of the updated Chapter 20 – Sales and Use Tax ordinances as presented. All present voted aye, motion carried. The revisions incorporate the one-cent sales tax increase approved on the June 9, 2026, ballot and update the ordinances to reflect changes to the North Dakota Century Code.

Motion made by Schmit and seconded by L. Hedstrom to approve the residential building permit for Bob Ell, 230 Minnie Avenue, to construct a porch and modify the size and location of the garage doors as presented. Ell is a member of the Planning and Zoning Board and was unable to vote on his own permit. The permit was referred to the City Commission for final approval.

Motion made by L. Hedstrom and seconded by B. Hedstrom to approve the liquor license transfer for the Sportsmen Bar and Grill to the Memorial Hall on July 18, 2026 for a wedding reception. All present voted aye, motion carried.

Motion made by B Hedstrom and seconded by L. Hedstrom to approve the gaming permit for Dollar for Scholars to conduct raffles and bingo from December 14, 2026 through February 20, 2027 as presented. All present voted aye, motion carried.

Motion made by Schmit and seconded by B. Hedstrom to remove LeeAnn Domonoske-Kellar from all City bank accounts. All present voted aye, motion carried.

Motion made by Schmit and seconded by Tooke to add Dustin Clausen to all City bank accounts. All present voted aye, motion carried.

Motion made by B. Hedstrom and seconded by Tooke to remove LeeAnn Domonske-Kellar from the Bek Communications account and to add Dustin Clausen and Pattie Solberg. All present voted aye, motion carried.

Motion made by B Hedstrom and seconded by L. Hedstrom to approve the 2027 law enforcement contract with the McLean County Sheriff's Department as presented. All present voted aye; motion carried.

General discussion was held regarding trees overhanging City streets. Historically, property owners have been sent letters informing them that, pursuant to City ordinances, they are responsible for trimming trees encroaching into the public right-of-way. Due to the lack of response from property owners, the City Public Works Department will trim the trees.

Motion made by Schmit and seconded by L. Hedstrom to increase the RV park rent to $25.00 per night with electricity and $20.00 per night without electricity effective immediatly and to order new signs with park rules and rates. All present voted aye, motion carried.

During reports, Commissioner B. Hedstrom expressed concerns regarding the amount of water being sold by the Farmers Union Elevator water depot and whether the City's water system could accommodate the increased demand. Staff will contact the appropriate agencies and organizations that assist the City with its water system to determine whether the system can support the increased water usage.

Motion made by Schmit and seconded by B. Hedstrom, to pay bills as presented. All present voted aye, motion carried.

With no other items for discussion, Pres. Clausen declared the meeting adjourned at 8:52 p.m.

-99508 Visa 2,186.49
-99507 Verizon 169.93
-99506 Union Bank 20.00
-99505 BCBS of ND 1,097.73
-89397 Dennis Dockter 1,656.76
-89396 Lisa Jenkin 510.33
-89395 Cameron Smith 1,215.73
-89394 Pattie Solberg 2,050.00
-89393 NDPERS 135.00
-89392 NDPERS 1,545.74
-89391 US Treasury 4,282.61
-89390 ND Office of State Tax Commission 159.00
-89389 Justus Bradford 653.62
-89388 Dennis Dockter 1,656.76
-89387 Cameron Smith 1,099.22
-89386 Pattie Solberg 2,050.00
-89385 NDPERS 5.72
-89384 NDPERS 135.00
1082 Moore Engineering 817.50
22587 Wilton Park Board 3,293.58
22588 Ottertail Power 2,387.68

22589 Farmers Union Insurance 4,632.00
22590 Baldwin Greenhouse 146.38
22591 Wilton PTO 150.00
22592 LeeAnn Domonoske-Kellar 2,096.05
22593 Lori Grey 83.11
22594 Tru Community Bank 100.00
22595 Landyn Miller 684.10
22596 Tessa Miller 615.38
22597 Farmers Union Oil 919.54
22598 ND One Call 19.50
22599 Advanced Business Methods 88.93
22600 ND Dept of Health 27.00
22601 McLean County Sheriff 17,252.64
22602 Nordak North Publications 165.20
22603 Circle Sanitation 9,770.75
22604 Bek Telephone 98.61
22605 ND League of Cities 1,168.00
22606 Core & Main 52,010.23
22607 Josh Sackett 200.00
22608 Phill Grossman 200.00
22609 Dakota Supply Group 241.07

Pattie Solberg, City Auditor

LeeAnn Domonoske-Kellar, Pres.

CHAPTER TWENTY - SALES AND USE TAX

BE IT ORDAINED BY THE CITY COMMISSION) OF THE CITY OF WILTON, BURLEIGH & MCLEAN COUNTY, NORTH DAKOTA:

Article 1: SALES, USE, AND GROSS RECEIPTS TAX

20.0101 - Definitions

All terms defined in chapters 40-05.1, 57-39.2, 57-39.4, 57-39.5, 57-39.6, and 57-40.2 of the North Dakota Century Code (N.D.C.C.), including any future amendments, are adopted by reference. All references to the N.D.C.C. include amendments adopted by the North Dakota Legislative Assembly.

20.0102 - Collection and Administration.

Where not in conflict with the provisions of this Ordinance, the provisions of N.D.C.C. chapters 40-05.1, 57-39.2, 57-39.4, 57-39.5, 57-39.6, and 57-40.2, and all administrative rules adopted by the Tax Commissioner, pertaining to the collection and administration of the retail sales, use, and gross receipts tax, including provisions for liability, refund, penalty, interest or credit, govern the administration by the North Dakota Office of State Tax Commissioner (hereinafter “Tax Commissioner”) of the taxes imposed by this Ordinance.

20.0103 - Sales Tax Imposed

Subject to the provisions of N.D.C.C. § 40-05.1-06, and except as otherwise provided by this Ordinance, or the sales and use tax laws of the State of North Dakota, a tax of three percent (3%) is imposed upon the gross receipts of retailers from all sales at retail, including the leasing or renting of tangible personal property, within the corporate limits of the of the city of Wilton, North Dakota.

20.0104 - Use Tax Imposed.

Subject to the provisions of N.D.C.C. § 40-05.1-06, and except as otherwise provided in this Ordinance, or the sales and use tax laws of the State of North Dakota, an excise tax is imposed upon the storage, use, or consumption within the corporate limits of the city of Wilton, North Dakota of tangible personal property purchased at retail for storage, use, or consumption in this city, at the rate of three percent (3%) of the purchase price of the property. An excise tax is imposed on the storage, use, or consumption within the corporate limits of the city of Wilton, North Dakota of tangible personal property not originally purchased for storage, use, or consumption in this city at the rate of three percent (3%) of the fair market value of the property at the time it was brought into this city.

With respect to the purchase price of tangible personal property used by a contractor or subcontractor to fulfill a contract as defined in N.D.C.C. § 57-40.2-03.3, the tax imposed by this section applies only to bids submitted on or after the effective date of this Ordinance.

20.0405 - Gross Receipts of Alcoholic Beverages

Subject to the provisions of N.D.C.C. § 40-05.1-06, and except as otherwise provided in this Ordinance, a gross receipts tax of three percent (3%) is imposed upon all gross receipts from the sale of alcoholic beverages within the city. A person who receives alcoholic beverages for storage, use, or consumption in this state is subject to tax on storage, use, or consumption of those alcoholic beverages at the rate of three percent (3%).

20.0406 - Gross Receipts of New Farm Machinery and New Farm Irrigation Equipment

Subject to the provisions of N.D.C.C. § 40-05.1-06, and except as otherwise provided in this Ordinance, a gross receipts tax of three percent (3%) is imposed upon all gross receipts from the sale of new farm machinery and new farm irrigation equipment within the city. A person who receives new farm machinery or new farm irrigation equipment for storage, use, or consumption in this state is subject to tax on storage, use, or consumption of that machinery and/or equipment at the rate of three percent (3%).

20.0107 - Exemptions.

In addition to the exemptions provided by state law, this Ordinance provides exemptions from imposition and computation of the city sales or use tax for sales of the following:
1. All sales, storage, use or consumption of tangible personal property which are exempt from imposition and computation of the sales or use tax of the State of North Dakota are specifically exempt from the provisions of this chapter.

20.0108 - Maximum Tax Imposed.

Any patron or user paying a tax imposed by this Ordinance in excess of fifty dollars ($50.00) upon any single transaction of one or more items may obtain a refund of the excess tax payment by filing a request for refund upon the forms provided by the Tax Commissioner.

20.0109 - Collection and Administration.

Where not in conflict with the provisions of this Ordinance, the provisions of N.D.C.C. chapters 40-05.1, 57-39.2, 57-39.4, 57-39.5, 57-39.6, and 57-40.2, and all administrative rules adopted by the Tax Commissioner, pertaining to the collection and administration of the retail sales, use, and gross receipts tax, including provisions for liability, refund, penalty, interest or credit, govern the administration by the North Dakota Office of State Tax Commissioner (hereinafter "Tax Commissioner") of the taxes imposed by this Ordinance.

20.0110 - Contract with Tax Commissioner.

The Wilton City Auditor is hereby authorized to contract with the Tax Commissioner for administration and collection of taxes imposed by this Ordinance. The City Auditor has all powers granted to the Tax Commissioner and in the absence of a valid contract with the Tax Commissioner or failure of the Tax Commissioner to perform the delegated duties, shall perform these duties in place of the Tax Commissioner.

20.0111 - Corporate Officer Liability

Officers of any corporation required to remit taxes imposed by this chapter are personally liable for the failure of the corporation to file required returns or remit required payments. The dissolution of a corporation shall not discharge an officer's liability for a prior failure of the corporation to make a return or remit the tax due. The tax, penalty and interest due may be assessed and collected pursuant to the provisions adopted by this chapter.

20.0112 - Deduction to Reimburse Retailer for Administrative Expenses.

1. The retailer who pays the tax due hereunder within the time limitations prescribed may deduct and retain three percent (3%) of the tax due.
2. The aggregate of deductions allowed by this section may not exceed Two Hundred Fifty and no/100 Dollars ($250.00) per quarterly period for each business location required to remit sales tax hereunder.
3. The deduction allowed retailers by this section is to reimburse retailers for expenses incurred in keeping records, preparing and filing returns, remitting the tax, and supplying information to the Auditor and Commissioner upon request.

20.0113 - Dedication of Tax Proceeds.

All revenues raised and collected under this ordinance shall be dedicated only to community development and infrastructure and economic development and infrastructure repairs and updates.

All revenue shall be maintained in the fund, to be known as the Wilton City Sales and Use Tax Fund, separate and apart from all other funds.

All revenue contained in such fund shall be used for:

1. Thirteen and thirty-three hundredths' percent (13.33%) for capital improvements and equipment.
2. One and sixty-seven hundredths' percent (1.67%) for city park maintenance.
3. Thirteen and thirty-three hundredths' percent (13.33%) for economic development.

4. Five percent (5%) for emergency fund for those items in which the city budget has already been exhausted. (i.e. snow removal and water line breaks).
5. Thirty-three and thirty-four hundredths' percent (33.34%) for infrastructure repairs and updates within the City of Wilton.
6. Thirty-three and thirty-four hundredths' percent (33.34%) for water and sewer improvements and indebtedness within the City of Wilton.

20.0114 - Dispersal of Funds.

Funds collected from the three percent (3%) sales tax may only be dispersed by the Wilton City Commission upon recommendation of the Wilton Sales and Use Tax Committee, the membership of which shall be as follows:

1. Five (5) members that will serve four (4) year terms, except on the initial election when two (2) administrators will serve a two (2) year term and three (3) administrators will serve a four (4) year term, and hereafter to be elected in accordance with the general city elections.
2. One (1) Sales and Use Tax Administrator may serve in a dual office as a Wilton City Commissioner. The Sales and Use Tax Administrators shall be the appointed Home Rule Commissioners until initial elections are held.
3. Sales and Use Tax Administrators shall meet in accordance with the City Sales and Use Tax Ordinance and disperse funds as requested.

If a vacancy occurs in the membership of the Sales and Use Tax Committee, the Wilton City Commission shall appoint a person to fill such vacancy, provided such appointment does not violate the committee membership requirements, until the next city election, at which election the unexpired term shall be filled.

The City Commission shall accept the recommendation of the committee as to the utilization of these funds, provided the recommendations are for lawful purposes and in accordance with the terms of the ordinance.

Funds not dispensed each year shall accumulate in the sales and use tax fund and be allocated the following year or years in which justifiable products warrant.

All of the terms and provisions of the original Ordinance Relating to a Sales and Use Tax to the Home Rule Charter of the City of Wilton, not inconsistent with the above provisions, shall remain in full force and effect.

20.0115 - Saving Clause.

Should any section, paragraph, sentence, clause or phrase of this ordinance be declared unconstitutional or invalid for any reason, the remainder of this ordinance shall not be affected thereby.

20.0116 - Penalties

If any person fails to file a return or corrected return or to pau any tax within the time required by this chapter or, if upon audit, is found to owe additional tax, such person shall be subject to a penalty as established in Sections 57-39.2-18(1) of the North Dakota Century Code. Such penalty may be imposed by the Municipal Court of the City of Wilton or any other Court of competent jurisdiction.

The certificate of the Auditor, or where applicable, the North Dakota State Tax Commissioner to the effect that a tax has not been paid, that return has not been filed, or that information has not been supplied pursuant to the provisions of this chapter, shall be prima facie evidence thereof.

Any person failing to comply with any of provisions of this chapter of failing to remit within the time herein provided the tax due on any use, sale or purchase of tangible personal property subject to said sales and use tax shall in addition to penalties imposed hereinabove, be subject to a fine, upon conviction in the Municipal Court, not to exceed Five Hundred Dollars ($500.00).

20.0117 - Effective Date.

This Ordinance shall take effect after its passage, approval, and publication, but not prior to January 1, 2027.

First Reading: July 15, 2026
Second Reading:
Final Passage:
Publication:

July 13, 2026

To Members of the City Commission:

I request that you consider a change to a city ordinance related to fireworks.

> Ordinance 16.0102 Sale and Use of Fireworks Prohibited, Exceptions.
>
> *The prohibition of this section shall not apply to the use by and sale to persons twelve years of age or more; from June 27th to July 5th and December 26th to January 1st. Sale shall be limited to those items permitted for retail sale by Section 23-15-01 of the North Dakota Century Code, except that the use or explosion of fireworks commonly known as bottle rockets is prohibited.*
>
> *The explosion of fireworks permitted by ordinance shall be prohibited except between the hours of 9:00 AM and 11:00 PM from June 27th thru July 3rd and July 5th. The explosion of fireworks is permitted on July 4th between the hours of 9:00 AM and 12:00 PM (midnight).*

The current ordinance allows for the explosion of fireworks from June 27th through July 5th for a total of nine days around the Independence Day holiday. Celebrating the holiday with the use of fireworks is tradition, however nine days of explosions until 11pm in the evening is disruptive to townspeople who rest in the evenings in preparation for their jobs in the morning. Nine days of evening explosions also affects our pets, especially our dogs, as many are scared by the loud noises.

I request that you consider changing the ordinance by shortening the allowable period to between July 1 and July 5.

Thank you,

Emma Berg

Emma Berg
208 Louise Avenue
Wilton, ND

APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT
NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
GAMING DIVISION
SFN 9338 (9-2023)

Applying for *(check one)*
[X] Local Permit   [ ] Restricted Event Permit*

Games to be conducted   [ ] Raffle by a Political or Legislative District Party
[ ] Bingo   [X] Raffle   [ ] Raffle Board   [ ] Calendar Raffle   [ ] Sports Pool   [ ] Poker*   [ ] Twenty-One*   [ ] Paddlewheels*

**See Instruction 2 (f) on Page 2. Poker, Twenty-One, and Paddlewheels may be conducted Only with a Restricted Event Permit. Only one permit per year.*
LOCAL PERMIT RAFFLES MAY NOT BE CONDUCTED ONLINE AND CREDIT CARDS MAY NOT BE USED FOR WAGERS

ORGANIZATION INFO

Name of Organization or Group: **First Presbyterian Church of Wilton**
Dates of Activity *(Does not include dates for the sales of tickets)*: **September 12, 2026**

Organization or Group Contact Person: **Joe Hall**
E-mail: **jehall3006@gmail.com**
Telephone Number: **701-226-6743**

Business Address: **401 Dakota Ave.**   City: **Wilton**   State: **ND**   ZIP Code: **58579**

Mailing Address (if different): **PO Box 365**   City: **Wilton**   State: **ND**   ZIP Code: **58579**

SITE INFO

Site Name: **First Presbyterian Church**   County: **McLean**

Site Physical Address: **401 Dakota Ave.**   City: **Wilton**   State: **ND**   ZIP Code: **58579**

Provide the exact date(s) & frequency of each event & type *(Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.)*
Drawing to be held on Sept. 12, 2026

PRIZE / AWARD INFO (If More Prizes, Attach An Additional Sheet)

Game Type	Description of Prize	Exact Retail Value of Prize
Raffle	**See attached List**	**2,869.91**
	Total *(limit $40,000 per year)*	$ **2,869.91**

ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds
property improvement and youth christian education

Does the organization presently have a state gaming license? *(If yes, the organization is not eligible for a local permit or restricted event permit and should call the Office of Attorney General at 1-800-326-9240)*
[ ] Yes   [X] No

Has the organization or group received a restricted event permit from any city or county for the fiscal year July 1 - June 30 (If yes, the organization or group does not qualify for a local permit or restricted event permit)
[ ] Yes   [X] No

Has the organization or group received a local permit from an city or county for the fiscal year July 1 - June 30 *(If yes, indicate the total retail value of all prizes previously awarded)*
[X] No   [X] Yes - Total Retail Value: ______ (This amount is part of the total prize limit for $40,000 per fiscal year)

Is the organization or group a state political party or legislative district party? *(If yes, the organization or group may only conduct a raffle and must complete SFN 52880 "Report on a Restricted Event Permit" within 30 days of the event. Net proceeds may be for political purposes.)*
[ ] Yes   [X] No

Printed Name of Organization Group's Permit Organizer: **Joe Hall**
Telephone Number: **701-226-6743**
E-mail Address: **jehall3006@gmail.com**

Signature of Organization Group's Permit Organizer: Joe Hall
Title: **Elder**
Date: **Aug 3, 2026**

2026
First Presbyterian Chuch of Wilton
Annual Fish Fry Raffle

1) 12v Realtree ATV Ride On $399.99

2) Outdoor Revival 45 Qt. Cooler $249.99

3) DiamondBack 10x42 Binocular $249.99

4) Fire Pit - 40" x 28" - LP - Flag Printed $199.99

5) Backyard Expressions - Flag Bench $199.99

6) YardMore - 5pc Folding Tablet Chairs $139.99

7) DeWalt 13" Cordless String Trimmer $189.99

8) Black Sierra HD Director Chairs (2) $139.98

9) Runnings Gift Card $200.00

10) Pearson's Green Acre Meats Gift Card $200.00

11) Hand-Made Quilt $500.00

12) Longhorn Steak House Gift Card $200.00

Total = $2869.91